

# 2015–2016



# Chapter Notebook

# Table of Contents

Introduction.....	3
SAAO History.....	4
SAAO / AAO Contacts.....	5
Chapter Responsibilities / Deadlines.....	6
VIP Points.....	7
Terms of Agreement.....	8
Chapter Officer Responsibilities.....	9
Chapter Monthly Report.....	12
New Member Information.....	13
Membership Application.....	14
End of Year Chapter Awards.....	15
Chapter Year-End Report.....	16
<i>The Still Point</i> .....	17
SAAO Delegates to AAO Committees.....	19
Regional Coordinators / NUFA / NOSC.....	20
Convocation.....	21
A. Hollis Wolf Case Presentation Competition.....	24
Vicki E. Dyson Scholarship.....	28
Bylaws of SAAO.....	31
Important Contacts.....	35
Chapter Officers.....	36

## Introduction

**History:** The original Chapter Notebook (the brain child of Michael L. Kuchera, DO, FAAO, former Chair of the Undergraduate Academies Committee), consisted of guidelines for the Visiting Clinician Program and Convocation registration. The SAAO Coordinator took ownership of revising and expanding this information (with the input of SAAO Executive Council members) to better assist SAAO Chapter Officers in understanding their overall responsibilities. Your continued suggestions, revisions and additions are always welcome, and should be submitted to the SAAO Liaison.

**Contents:** This notebook contains the SAAO bylaws, and information on contacts, due dates, forms, new members, responsibilities of chapter officers and SAAO Executive Council members, VIP points, the *Still Point* newsletter, mentorship program, the A. Hollis Wolf Case Presentation Competition and the Vicki E. Dyson Scholarship.

**IMPORTANT DIRECTIONS FOR CHAPTER PRESIDENTS:** The SAAO Chapter Notebook is sent directly to chapter presidents *via e-mail* (in PDF format) and is also available on the SAAO web site. **Please make copies of this notebook and forward them to your chapter officers to assist in understanding their responsibilities.** You may receive updates to this notebook throughout the year. You are responsible for checking the web site periodically to receive updated information. It is recommended you discard the old information and replace it with the new information to avoid confusion.

**Dear Chapter Presidents,**

You are the leaders! As leaders, you have a responsibility to delegate, communicate and motivate your staff of SAAO officers. This includes providing clear direction and fair treatment to all. You have been elected for your leadership abilities and talent. The American Academy of Osteopathy (AAO) is proud to have you represent us, and encourages you to contact us anytime with questions or comments. We welcome any input toward the betterment of this notebook and the SAAO.



*Leadership cannot just go along to get along... Leadership must meet the moral challenge of the day.*

**Jesse Jackson**

*Tell me and I'll forget; show me and I may remember; involve me and I'll understand.*

**Chinese Proverb**

*Setting an example is not the main means of influencing another, it is the only means.*

**Albert Einstein**

*There can be no leadership without vision.*

**Manfred Kets de Vries**



## Student American Academy of Osteopathy (SAAO)

## **SAAO History**

In 1949, Drs. George W. and Thomas L. Northup met with Dr. Angus Cathie and initiated the first student AAO group. In order to accord increased recognition to groups of inquiring students, the bylaws of the AAO were amended at the Annual Meeting in Chicago in July 1959 to provide status for the undergraduate academies as component societies of the Academy of Applied Osteopathy (now the American Academy of Osteopathy). The Undergraduate American Academy of Osteopathy (UAAO) Board of Governors voted to change the name to the Student American Academy of Osteopathy (SAAO) at the 2011 AAO Convocation in Colorado Springs.

In 1982, the forerunners of the UAAO Council wanted to provide a vehicle for intercommunication among the osteopathic medical schools and the AAO. They also felt it would be more beneficial to unite the UAAOs under one cohesive voice. Today, there is an active SAAO membership of more than 5,000 members under the guidance of the American Academy of Osteopathy. Many former SAAO members have gone on to obtain leadership roles in the AAO.

## **Purpose**

The purpose of the SAAO is the preservation and further development of osteopathic principles and practices.

## **Objectives**

The objectives of the Student American Academy of Osteopathy are for its members to acquire a better understanding of osteopathic principles and practices; to attain maximum efficiency in osteopathic structural diagnosis and manipulative treatment; and to foster, in themselves and others, a clear concept of the clinical application of osteopathic principles and practices in health and disease. Membership serves to broaden and expand students' understanding of the osteopathic concepts in practice.

## **Benefits**

Membership benefits include: local SAAO-sponsored activities (review sessions, special lectures, table sales, book sales and fundraisers); free gifts for new SAAO members; discounts on many osteopathic publications sold in the AAO bookstore; discounts for the annual AAO Convocation and many AAO courses; a preceptorship program (one scholarship per school is available); mentorship program; the SAAO *Still Point* newsletter, the *AAO Journal*, *AAO Member Newsletter* and AAO Member Resource Guide; and most importantly, guidance in the path to obtaining your full potential as an osteopathic physician!

## SAAO Executive Council Officers

<b>SAAO National Adviser</b>	<b>Sajid A. Surve, DO</b>	<a href="mailto:Sajid.Surve@unthsc.edu">Sajid.Surve@unthsc.edu</a>
<b>SAAO Chair</b>	<b>Hana Alupay</b> School: PNWUCOM	<a href="mailto:SAAOchair@gmail.com">SAAOchair@gmail.com</a>
<b>SAAO Vice Chair</b>	<b>Sierra Grasso</b> School: OUHCOM	<a href="mailto:SAAOvchair@gmail.com">SAAOvchair@gmail.com</a>
<b>SAAO Secretary and Treasurer</b>	<b>Brian Scharfenberg</b> School: OUHCOM	<a href="mailto:SAAOsect@gmail.com">SAAOsect@gmail.com</a>
<b>SAAO National Coordinator</b>	<b>Eric Morrison</b> School: OSUCOM	<a href="mailto:SAAOnatcoord@gmail.com">SAAOnatcoord@gmail.com</a>
<b>NUFA Liaison</b>	<b>Cat Vanier</b> School: MWU-AZCOM	<a href="mailto:nufaliaison@gmail.com">nufaliaison@gmail.com</a>
<b>NUFA Adviser</b>	<b>Hugh M. Ettlinger, DO, FAAO</b>	<a href="mailto:Hughettlinger@hotmail.com">Hughettlinger@hotmail.com</a>

## AAO Staff

<b>Interim Executive Director and Accountant</b>	<b>Sherri Quarles</b>	<a href="mailto:squarles@academyofosteopathy.org">squarles@academyofosteopathy.org</a>
<b>Event Planner and OES Liaison</b>	<b>Gennie Watts</b>	<a href="mailto:eventplanner@academyofosteopathy.org">eventplanner@academyofosteopathy.org</a>
<b>Membership and SAAO Liaison</b>	<b>Susan Lightle</b>	<a href="mailto:slightle@academyofosteopathy.org">slightle@academyofosteopathy.org</a>
<b>Postdoctoral Education and Certification Liaison, CME Liaison</b>	<b>Amber Rausch</b>	<a href="mailto:arausch@academyofosteopathy.org">arausch@academyofosteopathy.org</a>
<b>Assistant to the Executive Director and Board and Committee Liaison</b>	<b>Debbie Cole</b>	<a href="mailto:dcole@academyofosteopathy.org">dcole@academyofosteopathy.org</a>
<b>Publications Liaison and Website Administrator</b>	<b>Lauren Good</b>	<a href="mailto:lgood@academyofosteopathy.org">lgood@academyofosteopathy.org</a>

AAO web site: <http://www.academyofosteopathy.org>

American Academy of Osteopathy  
3500 DePauw Blvd., Suite 1100  
Indianapolis, IN 46268-1136

# Chapter Responsibilities

**Monthly** E-mail any questions to your Regional Coordinator.

## Deadlines

### September

- \_\_\_ 6 Updated list of chapter officers and their contact information due to National Coordinator and SAAO Liaison. **Chapter officers must be SAAO members!** Check the chapter officer list on Google documents and e-mail correction to secretary/treasurer.
- \_\_\_ 15 Signed Terms of Agreement form due to SAAO Liaison (5 VIP points, see pg. 7).
- \_\_\_ 15 Submit *Still Point* article to Secretary/Treasurer. (10 VIP points per submission, up to 30 points possible).
- \_\_\_ 30 Submit monthly report to SAAO Executive Council National Coordinator (accumulated VIP points).

### October

- \_\_\_ 31 Submit monthly report to SAAO Executive Council National Coordinator (accumulated VIP points)

### November

- \_\_\_ 15 New-member applications with payment due to AAO Membership Liaison (15 VIP points, see pg. 14).
- \_\_\_ 30 Submit monthly report to SAAO Executive Council National Coordinator (accumulated VIP points).

### December

- \_\_\_ 31 Submit monthly report to SAAO Executive Council National Coordinator (accumulated VIP points).

### January

- \_\_\_ 15 Submit *Still Point* article to Secretary/Treasurer (10 VIP points per submission, up to 30 points possible).
- \_\_\_ 31 E-mail list of Convocation attendees to National Coordinator.
- \_\_\_ 31 Submit monthly report to SAAO Executive Council National Coordinator (accumulated VIP points).

### February

- \_\_\_ 1 Confirm with SAAO National Executive Council Vice Chair (email to SAAOvchair@gmail.com) whether or not your school will have an A. Hollis Wolf Case Presentation Competition contestant.
- \_\_\_ 15 Convocation exhibit table reservation and payment due to SAAO Liaison (15 VIP points).
- \_\_\_ 15 Elections of new chapter officers. **Chapter officers must be SAAO members!**
- \_\_\_ 16 Deadline for direct reimbursement for cancellation of Convocation registration. Cancellations must be submitted to the AAO Accountant in writing.
- \_\_\_ 28 Submit monthly report to SAAO Executive Council National Coordinator (accumulated VIP points).

### March

- \_\_\_ 1 A. Hollis Wolf Case Presentation Competition registration due to SAAO National Executive Council Vice Chair (email to SAAOvchair@gmail.com).
- \_\_\_ 1 Year-End Report due to National Coordinator (15 VIP points).
- \_\_\_ 1 New officer contact information sent to SAAO Liaison and SAAO Executive Council National Coordinator (15 VIP points)
- \_\_\_ 8 A. Hollis Wolf Case Presentation Competition PowerPoint file due to SAAO National Executive Council Vice Chair (email to SAAOvchair@gmail.com) (final draft—no changes can be made after this date)
- \_\_\_ 11-15 Convocation, two officers from each chapter must attend Board of Governors meetings (VIP points offered for bringing incoming officer).

### April

- \_\_\_ 15 Submit *Still Point* article to Secretary/Treasurer (10 VIP points).

# VIP Points

## What are VIP Points?

Your involvement as an SAAO officer is crucial to the success of your chapter, the SAAO as a national organization, and, most importantly, our mission. VIP Points are a way for the SAAO to reward participation, and help guide chapter groups through deadlines and requirements that will insure the success of the SAAO. VIP Points are how awards are decided for SAAO Chapter of the Year, SAAO Outreach Chapter of the Year, and Most Improved Chapter. VIP Points will be calculated as deadlines are met, and awards will be distributed at our annual Convocation.

## Due Dates for VIP Points

2015-2016	No. of Points	Deadline
<b>SAAO Newsletter –LIVE Still Points</b> Submission for May issue, up to three (3) submissions allowed per chapter Submission for October issue, up to three (3) submissions allowed per chapter Submission for February issue, up to three (3) submissions allowed per chapter	10pts per submission 10pts per submission 10pts per submission	<b>April 15</b> <b>September 15</b> <b>January 15</b>
<b>Membership</b> Largest % increase in membership Largest % joined of first-year class 30% of first-year class joined 70% of first-year class joined 30% of school are members (including clinical years) Mailed membership applications & two checks to AAO office (see pg. 14)	5 5 5 10 5 15	<b>March 1</b> <b>March 1</b> <b>March 1</b> <b>March</b> <b>March</b> <b>November 15</b>
<b>Convocation</b> Submitted names of those attending to the AAO office Exhibit table at Convocation Each auction item donated (lot value \$20) Auction funds raised from chapter donations: \$1-100 \$101-250 \$251-500 >\$500 Chapter has A. Hollis Wolf Case Presentation competition contestant National Representative and President at SAAO Board of Governors meetings Newly elected officer brought to Board of Governors meetings Signed hard copy of Year-End Report turned in Volunteer hours requirement for SAAO Executive Board fulfilled	5 15 10 each (20 max) 1 4 7 10 15 5 each meeting 5 5 10	<b>January 31</b> <b>February 1</b>        <b>March 1</b> <b>Convocation</b> <b>Convocation</b> <b>Convocation</b> <b>Convocation</b>
<b>Miscellaneous</b> Returned survey for House of Delegates resolution Returned Terms of Agreement from Chapter Notebook Fundraising events (minimum \$50 raised per event) OMM clinic Community service events Educational workshops/speakers Year-End Report e-mailed to Executive Council National Coordinator List of current officers to SAAO Liaison and National Coordinator Monthly Reports turned in to Regional Coordinator <ul style="list-style-type: none"> <li>• all reports are received by <b>the last day of each month</b></li> <li>• if missing one month</li> <li>• if missing two months</li> <li>• if missing three or more months</li> </ul>	5 5 5 each (20 max) 2 each (20 max) 5 each (40 max) 2 each (30 max) 15 5 50 40 30 20	<b>July 1</b> <b>September 15</b> <b>March</b> <b>March</b> <b>March</b> <b>March</b> <b>March</b> <b>March</b>  <b>End of each month</b>

## SAAO Chapter President and National Representative



# Chapter Officer Responsibilities

All chapter officers should be elected by February 15. **A listing of these new officers must be provided to the SAAO Liaison and the National Coordinator by March 1.** Included in this list should be the officer's title, name, address, e-mail address and phone number. As a reminder, students must be SAAO members, and must have completed appropriate membership forms and dues payments, by the time of election to be eligible to serve within an officer role. The office of Clinical Years Representative may be held by any member of your chapter. All terms of office are April 1 to March 31. **It is recommended that all outgoing officers assist incoming officers in assuming their chapter duties during April and May. All chapter officers are encouraged to attend the AAO Convocation. Furthermore, one officer from the incoming cabinet must attend the Board of Governor's meeting.**

## Chapter President

1. Facilitates all chapter activities, including:
  - a. Maintains the chapter's Gmail account;
  - b. Oversees the activities and functions of the chapter;
  - c. Acts as a focal point for ideas and suggestions from chapter members;
  - d. Oversees, with the Treasurer, the prudent use of all club funds;
  - e. Distributes new member materials;
  - f. Visits the SAAO web site monthly;
  - g. Spearheads new member recruitment;
  - h. Attends first-year orientation; and
  - i. Attends student government meetings, helps organize workshops, helps the National Representative organize the Convocation trip, organizes board meetings for club, plans and promotes osteopathic medicine.
2. Sign and send in the Terms of Agreement page from the notebook by September 15;
3. Submits Year-End and Chapter officer reports by March 1;
4. Attends all Board of Governors (BOG) meetings at Convocation with the National Representative.
5. Notify the Membership Liaison of current NUFAs at school.

## Vice President

1. Assists and supports the President;
2. Organizes fundraising and community service activities;
3. Organizes the membership drive;
4. Sends thank you letters to speakers, club supporters, etc.;
5. Takes over any and all duties of the President should the President be unable to attend functions or complete elected term in office;
6. Visits the SAAO web site monthly; and
7. Maintains the chapter's social networking media, i.e. Facebook.

## National Representative

1. Attends all meetings (Wednesday, Thursday and Friday) at the AAO Convocation as a voting member of the SAAO Board of Governors (BOG) meetings;
2. Acts as a liaison to the chapter, chapter adviser and SAAO Executive Council;
3. Reports any national activities, projects and endeavors to the local chapters;
4. Organizes chapter activities, registrations, reservations, etc., for the AAO Convocation;
5. Keeps records of all SAAO events for inclusion in the Year-End Report;
6. Maintains monthly contact with the Regional Coordinator for monthly reports, *Still Point* articles, chapter events and updates; and
7. Visits the SAAO web site monthly.

## **Secretary**

1. Takes accurate minutes of all chapter business and organizational meetings;
2. Collects and ensures all new member registration forms are complete before submission;
3. Remits dues to the chapter treasurer;
4. Submits all new member registration forms along with fees to the AAO Membership Liaison by November 15th;
5. Maintains an accurate list of current SAAO members for all classes;
6. Works with the chapter treasurer to make sure all membership dues are submitted to the AAO Membership Liaison;
7. Advertises for all workshops/lectures; and
8. Visits the SAAO web site monthly.

## **Treasurer**

1. With the Chapter President, assures the prudent use of all club funds;
2. Maintains accurate records of all chapter funds;
3. Provides annual or semi-annual financial reports to the chapter and chapter adviser;
4. Disperses funds as needed;
5. Oversees the financial reports for all money-making activities;
6. Collects and deposits all monies; and
7. Works with the chapter secretary to make certain all the appropriate monies from membership dues are sent to the AAO Membership Liaison by October 31.
8. Visits the SAAO web site monthly.

## **Clinical Years Representative**

1. Obtains and updates e-mail addresses for SAAO members in their clinical years;
2. Receives information from Chapter Secretary or National Representative via e-mail;
3. Directs third- and fourth-year students interested in attending Convocation toward the appropriate chapter members to insure all paperwork is complete, and coordinates travel (if applicable);
4. Distributes information regarding Vicki E. Dyson Scholarship and A. Hollis Wolf Competition to third- and fourth-year students;
5. Leads fundraising efforts from graduated SAAO members;
6. Collects information on OMT-friendly rotations for third- and fourth-year students;
7. Assists the president in organizing clinical workshops;
8. Evaluates opportunities for the chapter to set up or volunteer in OMT clinics;
9. Distributes all SAAO e-mails and other information to SAAO members in their clinical years, and
10. Visits the SAAO web site monthly.

## **Removal of a Chapter Officer**

If a chapter officer fails to fulfill his/her duties as specified in the Chapter Notebook, he/she may be removed from office.

If the local chapter does not have regulations in place to remove an officer, it may use the following guidelines:

The chapter adviser will review the complaints of officers and/or club members. A two-week probationary period may be granted to the officer in question. During this time, the officer will be given the opportunity to fulfill the duties of his/her position. At the end of the probationary period, the officer will meet with the adviser for a review of the actions taken by the officer in question during the probationary period. The chapter adviser will give his/her recommendation to the rest of the chapter officers, who will then vote on the dismissal of the officer in question. If chapter officers vote to dismiss the officer in question, a general chapter election will be held for the vacant office following the election criteria as outlined in the Chapter Notebook. If the officer in question is removed, and another officer wishes to fill the position, approval must be given by the chapter adviser and remaining officers. A general chapter election will then be held for the remaining vacancy.

## **Protocol for Resignation**

If during the course of the year a chapter officer must resign their position for whatever reason, it is recommended that their seat be filled in the following manner. If the resigning officer is the president, there will be a special election held between the members of the local SAAO chapter to elect a replacement. Please keep in mind that according to the SAAO bylaws, there must be a minimum of 14 days-notice of the election to the general membership. If the resigning officer is any other position besides president, it is recommended that the remaining officers and the chapter adviser, convene to appoint a replacement with the chapter adviser having the ability to decide in the case of a tie.

## **SAAO Chapter Monthly Report**

Each event may only be recorded in one category. Please include all events since the last monthly report. If you had more than one event per category, please list them separately with all the information requested. If the same event was held multiple times in one month, please list the dates and attendance above the same description. If you had zero events in a month, please send in a monthly report by the due date stating there were no events. The National Coordinator will disperse a link to monthly reports via Chapter Gmail accounts.

## New Members

Each new member must **fill out** an application, which includes addresses (including apartment numbers), phone number(s), e-mail addresses, etc. **All portions of the application are to be completed.** Any incomplete applications are subject to return and will be ineligible for VIP points. **All applications must contain the student's AOA number,** which can be obtained by following this link: <http://www.osteopathic.org/Pages/FirstYearStudentReg.aspx> and filling out and submitting the online form. The member number should be e-mailed to you within 24-72 hours. The student can also call the AOA at 1-800-621-1773 and ask for Member Services. **Students should not call the AAO for their AOA number.**

The SAAO Membership Application has been updated and is now available in electronic format. Beginning this year, a blank electronic version of the original applications will be e-mailed to each Chapter President at the beginning of the school year. **Chapter Presidents will forward the blank electronic version to each student.** Upon **fully** completing the application, students are to print a hard copy, sign it and give it to the Chapter President, who will see that the proper funds are collected, noted on the application and forwarded to the AAO office per the instructions below.

Completed applications **must be submitted to the AAO in alphabetical order and must be accompanied by the proper funds;** postmarked by November 15th and sent to the attention of the Membership Coordinator at American Academy of Osteopathy, 3500 DePauw Blvd., Suite 1100, Indianapolis, IN 46268.

**SAAO dues are comprised of three portions: an amount to be paid to the National AAO (\$20), an amount to be paid to the National SAAO (\$20), and an amount to be paid to the local SAAO chapter (at the chapter's discretion).**

This amount due to the national office is a one-time fee of \$40 (\$20 to the AAO and \$20 to the SAAO, **per member**). This amount remains the same regardless of when the student joins the SAAO, whether as an OMSI or an OMSIV. This one-time fee covers the student from the time they join until they graduate, including transfers to another osteopathic college, time taken off and returns, or completing an undergraduate fellowship. **NOTE: A chapter officer must fill in the bottom of each application with the check number and the amount the student paid, prior to submitting the application to the AAO office.**

The amount due to the local chapter varies from school to school and is designated at the discretion of the local chapter's leadership. While the national dues are a set amount, some schools prorate the local chapter portion depending on what year a student joins. Students joining the SAAO should write a check (for tracking purposes) to their local chapter for the full amount, including both national and local dues. Each chapter then submits **TWO (2) checks (these must be school or chapter checks – not personal checks)** to the AAO at the address noted on page 5, at the time the applications are sent. **Please do not send applications and payments separately.** One check should be written to the AAO for \$20 (National AAO dues) multiplied by the number of new members. The second check should be written to the SAAO for \$20 (National SAAO dues) multiplied by the number of new members. **Individual (personal) checks will not be accepted; the application forms are subject to return, and are not eligible for VIP points.**

**It is highly advised that you keep a list of ALL current chapter members and copies of applications, complete with addresses, phone numbers, e-mails, etc., in your chapter files.**

### Undergraduate Teaching Fellows:

Each fellow who is an SAAO member is a member of the National Undergraduate Fellows Association (NUFA). NUFA members are eligible for one year of free membership during their fifth year, provided they have paid their dues as outlined above. Fellows who are already members of the SAAO need not submit another application for NUFA. Chapter Presidents must notify the Membership Liaison of current NUFAs at their school. **Please call with any questions.**



## SAAO (Student AAO) Membership Application

Please **PRINT LEGIBLY and completely fill out** the application below and give to your local SAAO Chapter Officer. **ALL information** is vital for processing. **ALL BLANKS MUST BE COMPLETED.** If you have any questions, contact your local SAAO Chapter Officer or the AAO at (317) 879-1881. AAO web site: [www.academyofosteopathy.org](http://www.academyofosteopathy.org). To visit the SAAO web site: click on the student (SAAO) button.

First Name:	Middle Name:	Last Name:	AOA #: Call (800) 621-1773 to obtain this
Local (Current) Street Address (not the address of the school itself):			
Local City:	Local State:	Local Zip Code:	Phone:
Permanent Street Address (when not at school):			
Permanent City:	Permanent State:	Permanent Zip Code:	Alt. Phone:
School E-mail Address: This one is preferred <input type="checkbox"/>		Personal E-Mail Address: This one is preferred <input type="checkbox"/>	
Date of Birth: (MM/DD/YYYY)	Place of Birth (City/State or City/Country, if not US):	Osteo. Coll. Acronym: Osteo. Coll. Grad Year:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Premed College:	Premed Degree: (BA/BS, etc.)	Pre-Med Major:	Premed Grad Year:

Signature of Student Applicant \_\_\_\_\_

Date Signed \_\_\_\_\_

### The SAAO WELCOMES YOU

The section below is to be completed by an SAAO Chapter Officer **ONLY!**

Payment of \$40 is required to complete the DO degree, regardless of the number of years remaining in the program. Please remit TWO (2) CHECKS per batch - [one (1) to the AAO & one (1) to the SAAO] to the AAO at the below. See page 13 of the Chapter Notebook for more in-depth instructions. Incomplete applications will be returned and will not be counted. Please complete the following information for each member.

AAO Dues	\$20
National SAAO Dues	\$20
Total AAO/SAAO Dues	\$40
Local Chapter Dues	
<b>Total</b>	<b>\$</b>

NUFA Member	<input type="checkbox"/> Yes <input type="checkbox"/> No
-------------	---

Method of payment by Student to SAAO local Chapter: (Cash or Check #): \_\_\_\_\_

Name & Title of the SAAO local Chapter Officer completing form: \_\_\_\_\_

**NOTE TO CHAPTER OFFICER:**

Please send completed original applications **IN ALPHABETICAL ORDER** with **TWO (2) CHECKS** (see page 13) **PER APPLICATION BATCH** to: Susan Lightle, Membership Liaison; American Academy of Osteopathy; 3500 DePauw Blvd, Ste. 1100; Indianapolis, IN 46268

## **End of Year Chapter Awards**

Each year, the SAAO gives out three awards to recognize outstanding local SAAO Chapters. These awards are determined at Convocation and awarded on Saturday afternoon. They are: **Chapter of the Year**, **Outreach Chapter of the Year** and **Most Improved Chapter**. One chapter cannot win multiple awards. Eligibility for these awards is based on chapter activities. Monthly reports and year-end reports are used to calculate VIP points and evaluate the involvement of each chapter in both their school activities, and surrounding communities. Please contact the SAAO National Coordinator at [saaonatcoord@gmail.com](mailto:saaonatcoord@gmail.com) with any questions regarding year-end reports. Chapters that do not submit a year-end report, or are not in attendance at the Wednesday BOG meeting at Convocation are not eligible for these awards.

## **AAO Presidential Accolade**

This award is presented to SAAO Chapter(s) that meet the minimum achievement requirements set forth by the SAAO Executive Board and the SAAO Board of Governors. Chapters with VIP points meeting the standards set forth for each category throughout the year receive this award. Chapters earning the top 25% of VIP points for the current academic year will automatically receive this award.

## **SAAO Chapter of the Year**

This award is presented to the SAAO Chapter that best exemplifies the spirit of SAAO. The local SAAO chapter that has accumulated the most VIP points throughout the year receives this award. VIP points are earned by meeting the deadlines outlined in this notebook, membership percentages, donation of auction items, as well as SAAO events and speakers. Remember, this is a TEAM effort! ALL members of the local SAAO chapter should be involved, not just one or two individuals.

## **SAAO Outreach Chapter of the Year**

This award is presented to the chapter that demonstrates outstanding involvement in both their school and surrounding community. Chapter Year-End Reports are used by the SAAO Executive Council to evaluate each chapter's involvement. It is to your chapter's advantage to include all SAAO-related activities in your Year-End Report, even if they do not qualify for VIP points. Approximate numbers of SAAO members participating in community events is required. The quality, as well as quantity, of outreach events is taken into consideration when deciding on this award. Community outreach activities that utilize osteopathic principles and practices are given higher value. Consideration is also taken as to the level of involvement and the impact on the community. This award is voted on by the SAAO Executive Council at the annual Convocation each year, and is based solely on Year-End Reports.

## **Most Improved Chapter**

This award is presented to the chapter that demonstrates the greatest percent increase in total VIP points compared to the previous year, or at the discretion of the SAAO Executive Council.

## **SAAO Chapter Year-End Report**

A digital unsigned copy of this report must be submitted by March 1. This will be presented by each chapter's National Representative during the Board of Governors meeting at convocation. Be sure to bring this and a list of all newly elected officers to Convocation. This report, along with the monthly reports, will be used to tally VIP points and determine award winners. The National Coordinator of SAAO will disperse a link to your Chapter Gmail account for completion of the national report.

## LIVE Still Points

The *Still Point* is the SAAO's quarterly online magazine where students from each chapter are able to submit articles, photography, poems, videos or other original publishable content. This magazine allows SAAO members to have a forum for sharing their experiences in a creative way. SAAO members get a glimpse of the talents of others in the osteopathic family. Local chapters may showcase their success to a national audience, which allows those ideas to be shared. Below are the guidelines for article submissions to the *Still Point*. These guidelines must be followed in order for full VIP points to be awarded. Any questions or concerns may be e-mailed to the SAAO National Secretary/Treasurer at [saaosect@gmail.com](mailto:saaosect@gmail.com).

### Rules for Submission

1. Articles must be submitted to the Secretary/Treasurer by the 15<sup>th</sup> of the month preceding publication (April 15, September 15, and January 15) and may include the following:
  - a. No crosswords or word searches. You are better than that.
  - b. Examples of submissions may include articles, photography, poems, videos, or other original content.
  - c. Author's name as he/she would like it to appear in the magazine;
  - d. Author's position (club member, SAAO Chapter President, etc.); AND
  - e. School affiliation.
2. All articles must be submitted in a Microsoft Word document with the following formatting requirements:
  - a. Font: Times New Roman, 12 pt.;
  - b. Single spaced;
  - c. First line indented; and
  - d. Author's name, school and club position in the header.
2. File name must read: (school) *Still Point* (month) (year)  
*Example: OU-HCOM Still Point April 14*
3. Videos or other interactive content will need to be uploaded to your Chapter Gmail accounts and a link shared with the Secretary/Treasurer.
4. Effective August 2015, schools are allowed to submit up to three (3) submissions per issue. Each submission will be granted 10 VIP points.
5. Direct any questions to your National Secretary/Treasurer.

# Regional Coordinators Description

## Duties and Responsibilities:

- Regional Coordinators shall primarily be responsible for serving as assistants to the National Coordinator in maintaining communication between the SAAO Executive Council and each chapter's National Representative.
- Regional Coordinators report directly to the SAAO National Coordinator, whom they are to update monthly on the status of all chapters in their region.
- Any questions a chapter may have should first be directed to their Regional Coordinator.
- Regional Coordinators should gather information from National Representatives regarding membership promotion techniques, fundraising ideas, speakers, etc., and forward this information to the National Coordinator.
- Regional Coordinators are also responsible for distributing information from the National Coordinator to the National Representatives and chapters. This may include reminding chapters of *Still Point* article due dates, distributing promotional information regarding the A. Hollis Wolf Case Presentation Competition, updating students on Convocation details and any other issues that may arise.
- Regional Coordinators, along with National Representatives of each chapter, should strive to improve communication with third- and fourth-year SAAO members during their clinical years. This process will become more efficient as each chapter begins to utilize their Clinical Years Representative. Ideally, the Regional Coordinators and/or the National Representatives should inform the Clinical Years Representatives about SAAO events occurring in their chapter or region. The Clinical Years Representatives will then forward this information on to their chapter's SAAO members on third- and fourth-year clinical rotations.
- Regional Coordinators are encouraged to submit articles for the *Still Point* newsletter.
- Regional Coordinators have voting privileges at SAAO Board of Governors meetings.
- Regional Coordinators are encouraged to submit suggestions for future development of their roles.

## Benefits:

- Regional Coordinators **may** receive up to \$100 for serving a full year's term (April 1 to March 31) when they also attend the required 2016 SAAO Convocation BOG meetings.
- Regional Coordinators have voting privileges at the SAAO BOD meeting.

## Application Process:

- Attend an osteopathic medical school and be an SAAO member at time of application.
- Candidates must complete the Regional Coordinator Application and submit them to the SAAO Executive Council **at Convocation** on Friday by the 5 p.m. deadline.
- The SAAO Executive Council will evaluate and select applicants based on the information provided on the application.
- One Regional Coordinator will be appointed to each of the four regions. All efforts will be made to appoint an individual to the region in which they attend osteopathic medical school.

## SAAO Delegates to AAO Committees

Each year, SAAO members have the opportunity to sit on several AAO committees. Any SAAO member is eligible to run for one of these positions. Nominations will occur during the BOD meeting on Wednesday. Elections take place annually at the SAAO Board of Governors meeting during the lunch hour on the Thursday of Convocation. Below is the list of committees in which the SAAO participates. Anyone interested in running for one of those committees should inform their chapter president so that they may nominate you during the Board of Governors Wednesday meeting. You will then be required to make a short speech on Thursday before the Board of Governors, prior to the positions being voted on.

**Membership Committee:** The primary charge of the committee is to oversee a continuous program designed to increase and retain membership in the Academy. However, the group also assumes responsibility for annual solicitation of nominations of candidates for three Academy awards, including the Thomas L. Northup Memorial Lecturer, the Scott Memorial Lecturer and the Honorary Life Membership Award. The Committee then distills members' suggestions into formal award nominations for action by the AAO Boards of Governors and Trustees each spring. Most recently, the Committee has accepted a charge from the Trustees to develop and maintain membership communications and services via the Academy's Web site.

**Committee Chair:** John R. Leuenberger, DO

**SAAO Delegate to AAO Membership Committee:**

Brian Scharfenberg – OUHCOM

E-mail: [bs173213@ohio.edu](mailto:bs173213@ohio.edu)

**Informational Technologies Committee:** The Committee's charge is (a) to manage, improve, refine and develop the Academy's Web site; (b) to serve as a conduit for members technological needs, e.g. communications; e-SOAP Note (electronic medical records); personal data assistants (PDAs); and office technologies; and (c) to explore the use of new technologies as a way to promote best practices in the organization and for AAO members, e.g. online continuing medical education (CME), listserves, chat rooms, bulletin boards, etc.

**Committee Chair:** Michael A. Chipman, DO

**SAAO Delegate to AAO Information Technologies Committee:**

Eric Huynh – MWU/AZCOM

Email: [ehuynh19@midwestern.edu](mailto:ehuynh19@midwestern.edu)

**Louisa Burns Osteopathic Research Committee (LBORC):** The committee focuses on clinical research involving healthcare outcomes in the practice of osteopathic manipulative medicine. It seeks to accomplish this by assisting Academy members with consultation services in developing research protocols and grant proposals. The Committee also reviews and recommends Academy funding from the Roebuck Fund for clinical projects in the pediatric field. The LBORC also coordinates training in the use of the Outpatient Osteopathic SOAP Note and collaborates with other osteopathic practice affiliates in the development of the electronic SOAP Note.

**Committee Chair:** Michael A. Seffinger, DO, FAAFP

**SAAO Delegate to AAO Louisa Burns Osteopathic Research Committee (LBORC):**

Haley Murray – VCOM-Carolinas

E-mail: [hmurray@carolinas.vcom.edu](mailto:hmurray@carolinas.vcom.edu)

## Regional Coordinators

**Region I– LECOM, LECOM-Seton Hill, MSUCOM, MU-COM, NYIT-COM, PCOM, RowanSOM, TouroCOM-Harlem, TouroCOM-Middletown, UNECOM**

Kaitlyn O'Keefe, VCOM-VT

E-mail: [saaoregion1@gmail.com](mailto:saaoregion1@gmail.com)

**Region II– ACOM, GA-PCOM, LECOM-Bradenton, LMU-DCOM, LUCOM, NSU-COM, OU-HCOM, UP-KYCOM, WCUCOM, WVSOM**

Erin Marie Kelleher, VCOM-VT

E-mail: [saaoregion2@gmail.com](mailto:saaoregion2@gmail.com)

**Region III- ATSU-KCOM, CUSOM, DMUCOM, KCUMB-COM, MWU/CCOM, OSU-COM, UNTHSC-TCOM, VCOM-Carolinas Campus, VCOM-Virginia Campus**

Ahsan Meheraly Merchant, VCOM-VT

E-mail: [saaoregion3@gmail.com](mailto:saaoregion3@gmail.com)

**Region IV– ATSU-SOMA, MWU/AZCOM, PNWU-COM, RVU-COM, TUCOM, TUNCOM, OUHCOM-Dublin, TOURO-Middleton, WesternU/COMP, WesternU/COMP-Northwest**

Stephanie Minter, VCOM-Carolinas

E-mail: [saaoregion4@gmail.com](mailto:saaoregion4@gmail.com)

## The National Undergraduate Fellows Association (NUFA)

The National Undergraduate Fellows Association (NUFA) is a division of the SAAO that connects and enhances the learning of the undergraduate teaching fellows who are members of the SAAO. Members are automatically enrolled in NUFA when they begin their fellowship. It is the responsibility of the chapter president to update the national organization with the names of the new NUFA members.

Being a member of NUFA has several benefits:

- Online instructional videos created by physicians from across the country;
- Access to an online study groups;
- A workshop program specifically for NUFA members on Wednesday at Convocation;
- A chance to work with FAOs during the Magoun Memorial FAO/NUFA workshop at Convocation;
- The option to register for the physician Convocation program; and
- Networking with other fellowship programs throughout the year and at the NUFA social during Convocation.

NUFA has a liaison on the SAAO executive board, which is elected each year during the NUFA business meeting at Convocation. This is a great opportunity to get involved with SAAO on a national level, which is reserved only for NUFA members. The position of NUFA Liaison is involved in planning the Convocation student program and the NUFA-specific benefits. If you have any questions or are interested in learning more, please don't hesitate to contact the liaison at [nufaliation@gmail.com](mailto:nufaliation@gmail.com).

## Political Actions: The National Osteopathic Student Caucus (NOSC)

Each year, before the annual July meeting of the American Osteopathic Association House of Delegates, student leaders from various osteopathic student groups meet to discuss relevant student resolutions. To help the student population have a unified voice in our osteopathic governing body and bylaws, the National Osteopathic Student Caucus (NOSC) was started by the Council of Osteopathic Student Government Presidents (COSGP). The NOSC is open to all students and can be attended online. Immediately following the NOSC, a student leadership panel convenes to have a final vote on resolutions and amendments that will be put forward by the students. The SAAO National Chair is a member of this leadership panel, and thus has one of four votes! Please forward any proposals for resolutions to be considered by your executive board. Resolutions may be submitted on behalf of the SAAO at the AOA House of Delegates Meeting in Chicago every July. Please send resolution proposals to [saochair@gmail.com](mailto:saochair@gmail.com).

# Convocation

## About:

1. **AAO/SAAO EVENT OF THE YEAR!**
2. Interact with masters in the field and gain additional exposure to OMT and practice in an event called Evening with the Stars.
3. SAAO members from every chapter participate.
4. Students can network with doctors and other students.
5. Favorite events include “Evening with the Stars,” the student mixer, A. Hollis Wolf competition, and the post-banquet party.

## Benefits:

1. Educational opportunities through lectures and workshops conducted by leaders in the profession.
2. Interaction with educators and other students.

## SAAO Activities:

1. Evening with the Stars and Evening with the Stars and Stripes – Wednesday and Thursday nights
2. Election of new NUFA Liaison – Wednesday night
3. Election of new SAAO representatives on AAO Committees – Friday
4. SAAO Mixer – Thursday night
5. Election of new SAAO Executive Council – SAAO Board of Governors (BOG) meeting on Friday
6. SAAO Auction – Friday night
7. A. Hollis Wolf Case Presentation Competition – Saturday afternoon
8. Keynote Speaker: Harold A. Blood, DO, FFAO, Memorial Lecture – Saturday following the A. Hollis Wolf competition (speaker TBD).
9. Student Award Ceremony – Following the Keynote Speaker

## Chapter Participation:

1. All students who attend the AAO Convocation are encouraged to be SAAO members (non-members will pay an additional \$40).
2. All students must register for the AAO Convocation online at <https://www.academyofosteopathy.org/eweb/startpage.aspx>

## Officer Registration:

SAAO chapter officers attending Convocation must pay their registration fees up front. If attendance is 100 percent at the Wednesday, Thursday, and Friday Board of Governors meetings during Convocation, a maximum of two officers per chapter will be reimbursed up to \$100 each for their registration fee (prorated to days of attendance). If more than two officers from a chapter attend, the President and National Representative will be given priority for reimbursement.

### **Attendance Requirements:**

1. Chapter officers **must** be present and **sign** the attendance sheet at each meeting.
2. It is required that the National Representative and President attend, but any elected officer may attend in addition. The National Representatives are members of the SAAO Board of Governors and the voice of their school.
3. Reimbursement for chapter officers is based on the attendance schedule that follows.
4. It is mandatory that each chapter have an incoming officer in addition to the presence of the out-going officers, as this will facilitate continuity.

**SAAO Chapters present (must sign attendance sheet) at business meetings will be reimbursed for up to two of the chapter officers attending. Reimbursement is provided according to the following breakdown:**

- Attendance at Wednesday's Meeting 50%
- Attendance at Thursday's Meeting 25%
- Attendance of Friday's Meeting 25%

### **Chapter Registration:**

All registration forms and fees must be submitted by January 31. Please refer to the Convocation brochure for information about costs and early registration. **Registrations are processed in the order they are received and workshops are filled on a first-come/first-served basis.**

- Each student must register online.
- The Chapter Secretary should create a list of all students attending convocation from their school. This list should be signed by the Chapter adviser or Dean and submitted to the AAO by January 31. Strict adherence to deadlines will be enforced (5 VIP points). Late registrants will be required to pay late fees and will NOT receive VIP points.
- Confirmation letters will be sent via e-mail to the individual registrants.

### **Cancellation Policy:**

1. All cancellations must be IN WRITING and received by the AAO Accountant on or before February 10.
2. An administrative fee of 20 percent of the total registration fee will be charged for all cancellations made prior to February 10.
3. Any registrant who fails to appear for an AAO program can transfer up to 50 percent of the registration fee to another AAO educational program to be held within the next 12 months if a written and signed explanation is received at the AAO office within 10 days of the Convocation. All other cancellations will receive no refund or transfer of registration fees.
4. Meal tickets are non-refundable. There is no discount for not attending food functions.

### **Exhibit Tables at Convocation:**

In the past, the AAO has paid for exhibit tables that were ordered by SAAO chapters but not used. Due to the rising cost of decorating services, the AAO will charge each chapter a \$35 fee for exhibit tables. This charge is a portion of the total cost the AAO pays for each table. A chapter representative must be at the booth during exhibit hours, 7:30 a.m. to 5 p.m. Thursday and Friday. To take advantage of this opportunity to obtain valuable VIP points, please contact Lauren Good at (317) 879-1881 or [lgood@academyofosteopathy.org](mailto:lgood@academyofosteopathy.org) by February 15.

### **Auction items:**

The auction is the biggest fundraiser of the year for the SAAO. The money raised goes toward covering the following year's Convocation expenses. Each school is encouraged to donate items for the event. For each item a school submits, VIP points will be awarded in accordance with the final selling price of that item. The more money the item sells for, the more VIP points the school receives. Each school can submit up to five separate items or lots (groups of items), and the two items with the highest selling price will be used to calculate the VIP points for that school. This is an excellent way to receive last-minute points. Items should have a minimum value of \$20, and only one item/lot may include a T-shirt. The items must be submitted to the SAAO Executive Council table by NOON (12 p.m.) Thursday, the week of Convocation. In addition, chapters are required to submit a PowerPoint slide with the following:

- a picture of the item,
- a starting bid; and,
- a brief description of the item.

If there are any questions about the auction process or items that are eligible donation, feel free to contact the Secretary/Treasurer at [saaosect@gmail.com](mailto:saaosect@gmail.com). Be creative—the best items are not always the most expensive.

### **A. Hollis Wolf Case Presentation Competition:**

Dr. A. Hollis Wolf was a strong proponent of Osteopathy and a wonderful teacher. A case presentation competition was begun in honor of his memory. Prizes vary from year to year.

### **SAAO Reception:**

- Thursday night: Fun, food, drinks, and entertainment!
- Meet fellow osteopathic medical students from around the country.
- Win raffle tickets for an OMT table. The winner will be drawn at the auction on Friday evening.

### **Volunteer to help at Convocation events:**

Each chapter is required to provide volunteers to help with the:

- SAAO exhibit table
- SAAO auction
- SAAO reception

# A. Hollis Wolf Case Presentation Competition Rules, Regulations and Scoring Criteria

## Explanation

The goal of the A. Hollis Wolf (AHW) Case Presentation Competition is to demonstrate the application of osteopathic principles through a case study. Students should discuss the patient diagnosis of somatic dysfunction and appropriate treatment. Students should demonstrate overall clinical knowledge, including a discussion of why the osteopathic care was significant to the patient's clinical outcome. A key component of the student's presentation is an explanation of the student's involvement in decision-making and treatment delivery for the patient.

## Scoring Criteria

- 0 - 10 Understanding and application of osteopathic principles, diagnosis and treatment
- 0 - 10 Knowledge of pathophysiology and clinical aspects of the case
- 0 - 10 Impact of osteopathic care
- 0 - 10 Presentation style, skill and slide design
- 0 - 10 Student's involvement in decision-making and treatment-delivery

**\*\*\*Judges' comments will also be provided for the participant to review\*\*\***

## Registration Deadline

1. February 1, 2016: Online School Confirmation form (see page 27) is due.
2. March 1, 2016: Online Participant Form (see page 27) is due.
3. March 8, 2016: Final PowerPoint presentation must be submitted via e-mail to the SAAO Vice Chair at [saaovchair@gmail.com](mailto:saaovchair@gmail.com).
  - a. Presentation Presentations CANNOT be modified after this date! Please be sure to send the FINAL draft at this time!

## AHW Rules

1. The following rules are strictly enforced. Failure to follow the rules will result in disqualification from the competition. Any questions or concerns should be directed to the SAAO Vice Chair prior to submission.
2. Only one slot is available for each local SAAO chapter. No last minute substitutions are allowed.
3. Previous first-place AHW winners are not eligible to compete in subsequent competitions.
4. Only one person is allowed to present. Mock patients are allowed for demonstration purposes.
5. Practice for AHW Competition: All competitors are required to meet Friday evening immediately following the alumni receptions in the lecture hall.
6. Each presentation will be allotted five minutes. **The clock will start with the participant's first word.** There will be a timer visible to the participant from the stage.
7. There will be two official timers. The average of the two official timers will be used as the participant's final time. This will then be used to determine any potential point deductions.
8. All presenters must arrive 15 minutes prior to the start of the competition.

Presentation Guidelines:

9. PowerPoint presentations must follow the **AMA Manual of Style citation guidelines**. Any non-original content must be cited.
10. Use of “Before” and “After” photographs to illustrate treatment effectiveness must be of the actual patient.
11. If using photographs that are depicting treatments, but are not of the actual treatment in the case, they must be clearly labeled as “Demonstration Photograph.”
12. Participants **WILL NOT** be allowed to distribute handouts for their presentation. Only visual aids via PowerPoint or live demonstration will be permitted. All slide changes must be made manually. A designated laser pointer will be available for use during the competition.
13. Personal notes cannot be on paper larger than 8.5” x 11”.
14. **The introductory slide must contain the title of presentation, presenter’s name, medical school year, school, date of patient exam and medical school year at that time.** Example: Treatment of Migraines; Joe Smith, OMS III; PCSOM; Date of Patient Exam: Oct. 12, 2004; Student Year: OMS III. School affiliation may only be stated on the introductory slide. School logos are not allowed on your presentation.
15. When required, signed HIPAA Agreement Disclosures must be posted on the last slide of each presentation.
  - a. Please direct questions regarding HIPAA to the SAAO Vice Chair
  - b. SAAO does not provide the ‘HIPAA Agreement Disclosure form due to variations in institutional policies.
16. The judge’s panel **MAY NOT**:
  - a. Have more than one judge per campus;
  - b. Have any prior knowledge of the case and its presentation, or
  - c. Have judged the case on a local chapter level.
17. There will be a maximum of **one** judge per scoring sheet. All judges must evaluate independently.
18. In the case of a tie, the average of the highest and lowest judge scores will be used to decide the winner. If there is still a tie, then a majority vote by the judges will determine the winner.
19. Participants are **not permitted** to see the judges’ scores for their presentation. However, a copy of each judge’s comments will be provided for the participant to review.
20. Each presentation is allotted five minutes. After five minutes, the following point deductions and penalties will be enforced:
  - One point for presentation lasting 5:01 - 5:30 minutes.
  - Five points for presentation lasting 5:31 - 6 minutes
  - 10 points for presentation lasting 6:01 - 6:30 minutes.
  - 15 points for presentation lasting 6:31 - 7 minutes.
  - Presentations lasting 7:01 minutes or more will be disqualified and the presenter will be asked to leave the stage.
21. In the event of a disagreement regarding receipt received via e-mail of a final AHW presentation, the presenter must prove an e-mail was sent by providing a copy of sent e-mail with the date and file attached. This must be received by March 1, 2016. Presenters bear the ultimate responsibility of assuring receipt of final presentations. If additional presentations are sent prior to the deadline, the presenter should expect a receipt confirmation e-mail from the Vice Chair.
22. The SAAO owns the rights to the AHW presentations and the recording of said presentations. The presentations may be posted to the SAAO web site and used for promotional purposes. By participating in this competition, competitors agree to these terms.

**Filling Each Chapter's Slot:**

1. A date will be set for a local chapter competition, of which all chapter members will be made aware.
2. Preliminary Contest
  - a. At schools for which more than one competitor would like to participate, a local chapter competition must be held to determine who will compete in the national AHW.
  - b. The contest should be judged by faculty and/or members of the SAAO at the school (this may include undergraduate fellows). The local competition should have no less than three judges, however five judges are recommended.
  - c. The contest should be scored using the same criteria provided above.
  - d. The contest should yield a single winner.
  - e. The winners of the preliminary contest should fill out a standard form (see page 28). Each chapter adviser must sign and verify the contest results.

**A. Hollis Wolf winners must utilize their prize within two (2) years of the receiving it or it will be forfeited.**

## **SAAO A. Hollis Wolf Case Presentation Registration Forms**

Please complete forms below by respective deadlines. If any problems contact the SAAO Executive Council Vice Chair at: [saaovchair@gmail.com](mailto:saaovchair@gmail.com). Only one form per SAAO Chapter can be submitted.

[Online School Confirmation – DEADLINE FEBRUARY 1, 2016](#)

[Online Participant Form – DEADLINE MARCH 1, 2016](#)

## Vicki E. Dyson Scholarship

Vicki E. Dyson (1937-1990) put her heart and soul into her role as AAO Executive Director. She truly loved her job and all the people that make up the Academy. She took great pride in serving every individual with whom she came in contact and was very proud of her association with the osteopathic profession. She was a special and caring person who touched lives in many wonderful ways.

The Student American Academy of Osteopathy has developed a scholarship program in her honor. Each year, SAAO members who complete a four-week rotation in osteopathic manipulative medicine (OMM) are eligible for this \$400 scholarship. One scholarship is available for each school. This elective must be completed with a physician who participates as a Vicki E. Dyson preceptor. Required OMM rotations are not eligible for this scholarship. A list of physician preceptors is available to SAAO members ONLY from the SAAO Liaison at the AAO office. An essay about your experience is to be submitted to the AAO office upon completion of your rotation. This essay will be used to decide the winner of the scholarship should there be more than one applicant from each school. Essays of scholarship winners will be posted on the SAAO web site.

SAAO members may request that a physician be added to the list of preceptors. The applications are voted on quarterly by the AAO Board of Trustees. In order to qualify for this scholarship, the preceptor must be approved before the rotation takes place. It is, therefore, recommended to contact the AAO office about adding new physicians well in advance of the rotation dates. To qualify as a preceptor for the Vicki E. Dyson Scholarship the physician must meet three basic requirements:

1. The physician must be a DO.
2. The physician must be a member of the American Academy of Osteopathy.
3. The physician's practice must be composed of at least 50% osteopathic manipulative medicine –OR–  
The physician must treat at least 20 patients per week with osteopathic manipulative medicine.

Preceptor applications can be obtained from the SAAO Liaison at the AAO office.

**DEADLINE FOR SUBMISSION is June 30.** Any scholarship application received after June 30 will be held over for the next year's scholarship.

### **If you have questions, please contact:**

SAAO Liaison

American Academy of Osteopathy

3500 DePauw Blvd., Suite 1100

Indianapolis, IN 46268-1136

Phone: (317) 879-1881

Fax: (317) 879-0563

Email: [EventPlanner@academyofosteopathy.org](mailto:EventPlanner@academyofosteopathy.org)

# SAAO Vicki E. Dyson OP&P Preceptor Scholarship Application

**(For Students) PLEASE PRINT**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ GRAD. YEAR: \_\_\_\_\_ AOA#: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

## **OP&P Rotation Physician Information**

NAME: \_\_\_\_\_

ADDRESS

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ DATES: \_\_\_\_\_

**Please attach a one-page essay about your experience on this rotation. The winners of this scholarship will have their essays posted on the SAAO Web site.**

**If you have questions, please contact:**

SAAO Liaison

American Academy of Osteopathy

3500 DePauw Blvd., Suite 1100

Indianapolis, IN 46268-1136

Phone: (317) 879-1881

Fax: (317) 879-0563

Email: [EventPlanner@academyofosteopathy.org](mailto:EventPlanner@academyofosteopathy.org)

# SAAO Vicki E. Dyson OP&P Preceptor Enrollment Form

(For Physicians) Please Print

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ GRAD. YEAR: \_\_\_\_\_ AOA#: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender (please circle): M / F

Osteopathic School Attended: \_\_\_\_\_

Graduation Date: \_\_\_\_\_ AOA#: \_\_\_\_\_

1.) What type of medical practice do you have? (Please check)

General Practice     Family Practice     Pediatrics     Ob/Gyn  
 Internal Medicine     Surgery     NMM/OMM     Other (Specify): \_\_\_\_\_

Please specify subspecialty (if applicable): \_\_\_\_\_

2.) What percentage of your patients receive OMT during an average visit? (Please check)

<10%     10 - 25%     26 - 50%  
 51 - 75%     76 - 90%     >91%

3.) Where do you spend your practice time? (Please indicate the percentage of time spent in each place)

% Office     % Nursing Home     % Hospital     % Teaching  
 % Research     % House Calls     % Other (Specify): \_\_\_\_\_

4.) Approximately how many patients do you see per day? \_\_\_\_\_

5.) How many days per week do you see patients? (Please indicate number)

# of whole-days     # of half-days    Saturdays: Yes    No

6.) Please remove my name from the Vicki E. Dyson Preceptor list. \_\_\_\_\_

7.) I authorize the AAO to add my name and contact information to the preceptor list on the SAAO Web site. I understand that the above contact information will be used.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail or fax this form to:  
American Academy of Osteopathy  
3500 DePauw Blvd., Suite 1100  
Indianapolis, IN 46268-1136  
Phone: (317) 879-1881  
Fax: (317) 879-0563

# Bylaws of the Student American Academy of Osteopathy

## Revised 2011

### Article I - Name

This organization shall be known as the Student American Academy of Osteopathy (SAAO), formally known as the Undergraduate Academy of Osteopathy. This society shall be represented by a local chapter at each AOA-accredited osteopathic medical college or an osteopathic medical college pending accreditation by the AOA and the SAAO Council.

### Article II - Purpose and Objectives

This Student American Academy of Osteopathy has been organized by students of the accredited American osteopathic medical colleges under the auspices and guidance of the American Academy of Osteopathy (AAO) for the purposes of helping osteopathic medical students:

1. Acquire a better understanding of osteopathic principles, theories and practice to include:
  - a. Helping students attain a maximum proficiency in osteopathic structural diagnosis and treatment.
  - b. Fostering a clear concept of clinical application of osteopathy in health and disease.
2. Improve public awareness of osteopathic medicine so the community may better take advantage of the benefits provided by the complete healthcare concept of osteopathic medicine.

### Article III - Affiliation

#### Section 1

Any student at an AOA-accredited osteopathic medical school, or an osteopathic medical school pending AOA accreditation, may become a member of the SAAO. Each AOA-accredited osteopathic medical school, or osteopathic medical school pending accreditation, shall have the right to organize a chapter of the SAAO. Each chapter shall have the responsibility to send a National Representative to participate in all SAAO Council meetings, including, but not limited to, the annual SAAO Board of Governors Meeting at the annual AAO Convocation.

#### Section 2

Each member shall be assessed dues to include an amount set by the AAO to be a student member of the AAO, an amount to be set aside for the SAAO Council and an amount for local chapter activities. Membership in the SAAO is for the duration of the student's undergraduate education, therefore each SAAO member must pay a one-time national membership fee determined by the AAO and SAAO Council at the time of enrollment. Each SAAO chapter shall set its portion of the dues. All dues will be waived for members of the National Undergraduate Fellows Association during their fifth year of undergraduate training. All dues for the SAAO Council and the AAO shall be forwarded to the AAO office.

### Article IV - Chapter Meetings

It is recommended there shall be a minimum of six general membership meetings held during each academic year, including a mandatory annual election of officers to take place prior to February 15.

### Article V - Chapter Officers and Duties

The members of each SAAO chapter shall elect officers to execute the objectives of the SAAO. Each chapter shall elect a President, Vice president, Secretary, Treasurer and National Representative. Any individual serving as a Chapter Officer MUST be a full, dues-paid member of the SAAO until his/her graduation date. These elections shall follow *Robert's Rules of Order* (the most current edition). Each election shall be preceded by at least a 14-day notice of the election to the general membership of the local chapter. The election of the office of President and National Representative must be made by February 15 of the academic year for office to be held during the next academic year. The names of the President-Elect, National Representative and contact information for all newly-elected officers MUST be provided to the SAAO Liaison by March 1 and to the SAAO Executive Council at the meeting of the SAAO Board of Governors at the Convocation prior to the academic year in which these offices will be held. The officers shall be responsible for all activities of the organization, ensuring these bylaws are followed, appointing committees and making other such designations that are needed to carry out chapter activities and objectives.

Office terms shall be one year in duration. Nominations may be made by a nomination committee and/or from the floor during a regular meeting. A simple majority vote shall be necessary for election. The voting protocol (Article VII, Section 7) shall be the same as the currently established voting protocol for the SAAO Executive Council. Provisions shall be made among the officers of each chapter that one officer will remain as the contact person for their respective graduating class's SAAO membership during their clinical years. These people will serve as Clinical Years Representatives.

## **Article VI - Chapter Faculty Advisers**

Each local SAAO chapter shall, at any time, nominate a Faculty Adviser whose appointment is confirmed yearly by the AAO President-Elect. The Adviser shall serve as a liaison between the membership of the SAAO chapter and the AAO. This Faculty Adviser must be an active member of the American Academy of Osteopathy, as well as be willing to attend all meetings of the AAO Student Academies Committee, which is composed of the Faculty Advisers of each SAAO chapter and chaired by the Adviser to the SAAO Executive Council.

## **Article VII- The SAAO Council**

### **Section 1: Name**

The Undergraduate American Academy of Osteopathy Council was established at the 1987 American Academy of Osteopathy annual Convocation by vote of the UAAO Representatives. The UAAO Board of Governors voted to change the name to the Student American Academy of Osteopathy (SAAO) at the 2011 AAO annual Convocation.

### **Section 2: Purposes**

This Council shall exist from and for the membership of the Student American Academy of Osteopathy. The purposes of the Council are to: collect and disseminate information from and to the local chapters of the SAAO, form a cohesive body to present collective ideas and concerns of the SAAO to the AAO and other official bodies, and to develop programs to facilitate the goals of the AAO and each of the SAAO chapters.

### **Section 3: Composition**

The SAAO Council shall consist of an Executive Council, a Board of Governors and three ex-officio members. The Executive Council shall consist of a Chair, Vice Chair, Secretary-Treasurer, National Coordinator and NUFA Liaison. The Board of Governors shall consist of five Regional Coordinators, one appointed to each region, and a collection of one National Representative from each SAAO chapter at an AOA-accredited osteopathic medical school, or an osteopathic medical school pending AOA accreditation.

The members of the SAAO Council Board of Governors with voting privileges are as follows: Executive Chair, Executive Vice-Chair, Executive Secretary-Treasurer, National Coordinator and the National Representative or designated alternate of each SAAO chapter at an AOA accredited osteopathic medical school, or an osteopathic medical school pending AOA accreditation.

The members of each SAAO chapter shall elect a National Representative from their general membership, who shall act as its official representative on the SAAO Board of Governors. Each chapter shall be responsible for sending its National Representative or designated alternate to participate in each meeting of the SAAO Council. The three ex-officio officers shall consist of the Immediate Past Chair of the SAAO Executive Council, the Chair of the AAO Student Academies Committee (who will serve as the National Adviser of the SAAO Council) and the Executive Director of the AAO or his/her designee.

### **Section 4: Executive Council Meetings**

The SAAO Executive Council shall meet annually at the summer Education Committee meeting, the AOA Convention and the AAO Convocation, to plan programs, adopt a budget and carry out any other tasks which promote the purposes and objectives of the SAAO.

### **Section 5: Duties**

**The Chair** shall carry out the purposes and objectives of the SAAO Council, and shall attend and preside over any and all SAAO Council Meetings and SAAO Executive Council Meetings. In addition, the Chair or designee shall attend meetings of the AAO Student Academies Committee, the National Osteopathic Student Caucus Meeting at the AOA House of Delegates and the AAO Strategic Planning Committee. The Chair shall also be responsible for providing a summary report of SAAO Council activities to the AAO Board of Governors before their annual meeting at Convocation. In addition, the Chair shall be responsible for running, recording and reporting the results of all by-mail votes and SAAO Executive Council elections.

**The Vice Chair** shall carry out the purposes and objectives of the SAAO Council, organize the student program for the AAO Convocation and assume the duties and title of the Chair should that office become vacant. The Vice Chair shall attend all meetings of the SAAO Council and the SAAO Executive Council. The SAAO Executive Council shall appoint a person to fill the position of Vice Chair should it become vacant.

**The Secretary/Treasurer** shall keep minutes of all meetings of the SAAO Council. She/he shall be responsible for retaining copies of communications generated by the SAAO Council, as well as being responsible for writing, editing and publishing the SAAO's *Still Point*. In addition, she/he shall be responsible for designing and maintaining the SAAO Web site in accordance with AAO policies. She/he shall also be responsible for keeping accurate account of SAAO Council receipts and expenditures. Furthermore, she/he shall be responsible for submitting all monies raised by the SAAO Council to the AAO office for deposit into the SAAO account. The Secretary/Treasurer shall attend all meetings of the SAAO Council and SAAO Executive Council. The SAAO Executive Council shall appoint a new Secretary/ Treasurer should the position become vacant.

**The National Coordinator** shall maintain and coordinate communications among the Regional Coordinators, local chapters, the AAO Office and the SAAO Executive Council. The National Coordinator shall be responsible for running all nationally organized SAAO

Chapter Programs, and shall attend all meetings of the SAAO Council and the SAAO Executive Council. The SAAO Executive Council shall appoint a new National Coordinator should the position become vacant.

**The NUFA Liaison** shall be responsible for obtaining a “Fellow’s Find” article for each *Still Point* publication. The NUFA Liaison shall organize the NUFA Pre-Convocation Program at the AAO Convocation, be responsible for recruiting NUFA members to participate in Convocation-related activities (including organizing fellows to participate as Stripes during the Evening with the Stars and Stripes, coordinate the Exhibitor’s Competition and preside over the NUFA business meeting during Convocation week). The NUFA Liaison shall attend all meetings of the SAAO Council and the SAAO Executive Council. The SAAO Executive Council shall appoint a new NUFA Liaison should the position become vacant.

**The Four Regional Coordinators** shall be primarily responsible for serving as assistants to the National Coordinator in maintaining communication between the SAAO Executive Council and each local chapter’s National Representative. They should help to ensure that each local chapter in their respective region utilizes the Visiting Clinician program. They should strive to improve communication between the SAAO and its members who are in their clinical years (third- and fourth- year students). Each Regional Coordinator must attend all meetings of the SAAO Board of Governors at Convocation, but do not have any voting privileges. The Chair of the AAO Student Academies Committee will act as the Adviser to the SAAO Council and lend his/her knowledge and expertise as needed. The Adviser shall act as the official parliamentarian for the SAAO Council and all of its proceedings.

The Executive Director of the AAO, or his/her designee, will, with the approval of the AAO Board of Trustees, be responsible for expediting all communications and reports from the AAO to the SAAO and vice versa. She/he will also be charged with maintaining accurate records of chapter memberships and financial activity of the SAAO Council.

#### **Section 6: Parliamentary Procedure**

All SAAO Council meetings are subject to the current SAAO edition of *Robert’s Rules of Order* unless otherwise directed by specific procedures outlined in these bylaws.

#### **Section 7: Election Protocol for the SAAO Executive Council**

The Chair, Vice Chair, Secretary-Treasurer and National Coordinator shall be elected annually from the general membership of the SAAO, via each chapter’s National Representative, by a simple majority vote at their annual meeting during the AAO Convocation. The NUFA Liaison will be elected annually from the general NUFA membership by a simple majority vote of said membership. The outgoing SAAO Executive Council Chair will preside over the election.

The order of elections shall be first, Chair, second, Vice Chair, third, Secretary/Treasurer, fourth, National Coordinator, fifth, NUFA Liaison. Any SAAO member is eligible for Chair, Vice Chair, Secretary/Treasurer and National Coordinator. Only NUFA members are eligible for NUFA Liaison. There shall be no more than one member of the current Executive Council (excluding ex-officio officers and NUFA Liaison) from the same local chapter at one time.

Every candidate for office will have the opportunity to give a three-minute speech prior to the general election. Each National Representative on the Board of Governors (or a designee from his/her chapter) will be allotted one vote during the voting process for Chair, Vice Chair, Secretary/Treasurer and National Coordinator—absentee ballots will not be cast. One NUFA representative from each school present will be allotted one vote during the voting process for NUFA Liaison—absentee ballots will not be cast. After all speeches are concluded, the National Representative or proxy from each school will cast their vote for Chair. If a candidate is elected to this office from the same school as another candidate running for any other office, including incumbent officers, then that candidate or incumbent will become ineligible for running for that office and will be removed as a candidate. This procedure will continue to apply as the National Representative or proxy from each school casts their votes respectively for Vice Chair, Secretary-Treasurer and National Coordinator. Following the vote for National Coordinator, one NUFA representative from each school will cast their vote for NUFA Liaison.

No individual may serve on the Executive Council in any capacity for greater than two full terms. Newly-elected SAAO Executive Council officers will take office immediately following the Convocation program and **MUST** be present at a change-over meeting Sunday morning at the AAO Convocation site.

The Chair may cast his/her vote before or after the ballots are collected. If she/he chooses to vote after the ballots have been tallied, this must be approved by a simple majority of the Board of Governors at that time. All other members of the assembly must cast their vote before collection of any ballots or their vote will not be counted.

In the event that no candidate receives a simple majority vote:

1. The candidates with the two highest vote tallies will participate in a run-off election. Before this run-off election, the two remaining candidates will be asked a single question, created by the Executive Council, excluding any incumbent officer running for that position, to which the candidates will have one minute to respond. The assembly will then cast their ballots in the same manner as the original process.

2. If, at this time, no candidate has a simple majority vote, another vote will be cast by the assembly without any further questioning of the candidates. The candidate who receives the largest number of votes in this final ballot shall be elected to the office. In this final vote, it will be understood that the Chair will not cast a vote before the ballots of the National Representatives have been cast.
3. If this final ballot produces a tie, the Executive Council and Faculty Adviser, excluding any incumbent officer running for that position, will meet for a five-minute conference. After this meeting, the Chair will cast his/her vote, except in the situation where the position of incumbent Chair is being voted upon. In this case, the next position in the Executive Council order who is not running for the position in question will cast his/her deciding vote.

**Section 8: Appointment Protocol for Regional Coordinators**

Regional Coordinators must submit an application to the SAAO Executive Council at Convocation. These applications will be independently evaluated and ranked by each member of the SAAO Executive Council. Four positions will be filled by direct appointment with one Regional Coordinator assigned to each of the four regions defined by the SAAO.

**Section 9: Recognition and Endorsement of Associate Groups**

The SAAO Council recognizes and endorses the National Undergraduate Fellows Association (NUFA) as an organized component society of the SAAO. This organization’s purpose is to expand the role of undergraduate research and the teaching of the art and science of osteopathic medicine, and communicate the vocabulary and philosophy of the osteopathic concept throughout the academic environment, emphasizing palpatory diagnosis, osteopathic manipulative treatment and osteopathic research.

**Article VIII - Amendments**

Proposals for amendment(s) to these bylaws of the SAAO must be submitted to the Executive Council at least thirty (30) days prior to the Board of Governors meeting at the AAO annual Convocation. During the meeting, these proposals will be open for discussion and voted on by the SAAO Board of Governors. Each amendment must be passed by a two-thirds majority vote of a quorum to be sustained. Each amendment must then be submitted to the AAO Education Committee for review. If the AAO Education Committee has an opinion to express regarding any issue(s) with the amendment(s), they will have the right to present their opinion to the SAAO Board of Governors, either by mail or at the annual meeting at Convocation, and call for a retake of votes after their opinion has been considered and discussed by the SAAO Board of Governors.

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This 2011 Revised Edition of the Bylaws of the Student American Academy of Osteopathy shall replace the previous version of the Undergraduate American Academy of Osteopathy Bylaws in their entirety.

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